

# Matthew Chin

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## EDUCATION

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**Loyola Marymount University** | Los Angeles, CA August 2020 - May 2024  
*Bachelor of Business Administration, Marketing; Minor, Studio Arts*

## PROFESSIONAL EXPERIENCE

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**Multnomah County** | Portland, OR June 2021 – August 2021  
*Desktop Inventory Specialist*

- Collected, stored, and recycled aged desktop equipment (PCs, laptops, monitors, etc)
- Managed delivery and installment of new desktop equipment at libraries, health centers, and other facilities
- Operated the county IT vehicle to make on-site deliveries at various off-site locations

**Loyola Marymount University** | Los Angeles, CA April 2021 – May 2021  
*Lions for Learning Tutor*

- Assisted elementary school students with coursework and class assignments
- Coordinated with teachers to determine schedules for each student
- Coached students in various subjects including math, writing, and phonics

**DoorDash** | Portland, OR November 2020 – March 2021  
*Driver*

- Delivered food from various restaurants across the Portland Metro area
- Planned routes to maximize efficiency to deliver on-time
- Achieved a 5.0 customer rating and 100% completion rate

**Naga Martial Arts** | Portland, OR March 2015 – August 2020  
*Instructor*

- Taught biweekly martial arts classes to varying groups of 5-10 children and adults
- Coached students in a wide variety of verbal and physical self-defense techniques
- Promoted practice, patience, perseverance, and purity

## LEADERSHIP EXPERIENCE

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**LMU Nikkei Student Union** | Los Angeles, CA April 2021 – Present  
*Secretary*

- Record important events, tasks, and other announcements discussed in each weekly Executive Board meeting
- Track attendance of all club members at all biweekly general meetings for COVID-19 precautions
- Hold Executive Board responsible for mandatory attendance and tasks assigned during meetings

**Alpha Kappa Psi – Psi Epsilon Chapter** | Los Angeles, CA April 2021 – December 2021  
*Pledge Panel*

- Conducted weekly check-ins with the members of the pledge class to ensure a smooth pledge process
- Held each member of the pledge class accountable for learning the required information
- Engaged in important pledging events and attended weekly pledge class meetings

**Student Government** | Portland, OR Sept 2019 – June 2020  
*ASB Film*

- Coordinated school assemblies for over 2000 students as a member of the Assemblies Committee
- Developed creative themes, scouted potential performers, and drafted scripts for emcees
- Filmed and edited videos to promote school dances, sports, students, etc. at assemblies or on Instagram

**Yearbook** | Portland, OR Sept 2018 – June 2020  
*Editor*

- Wrote stories and designed page spreads for the Sunset High School yearbook
- Photographed at several school events including sports and performances for yearbook content
- Organized and scheduled interviews for different perspectives on yearbook stories

## SKILLS

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Design Tools: Illustrator, Photoshop  
Photo/Video Editing: Lightroom, Premiere Pro  
Proficient with Mac, PC, and other Computer Equipment

Microsoft Office Suite: Excel, PowerPoint, Word  
Social Media: Instagram, Snapchat, Twitter